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John.

All accounted for with the exception of

STAT

OC [redacted] and

OP [redacted]. We have asked that both offices forward their reports directly to you.

Thanks.

STAT [redacted]

A/DDA/FKO

1236 Jones Bldg.

STAT [redacted]

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ANNUAL RECORDS HOLDINGS FOR 19 87

TO: OIT/CSG/IMD

FROM: (Directorate and Office) DDA

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	37,714	45,267.9	+ 7,553.9
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	18,945	21,089	+ 2,144
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	1,320	1,272.9	- 47.1
d.	Other *(Describe)*	119	113.6	- 5.4
	TOTAL LINEAR FEET OF OFFICE FILES	58,098	67,743.0	+ 9,645
II.	CARD-SIZE FILES:			
a.	3x5 Cards	725	722.3	- 2.7
b.	5x8 Cards	442	547.4	+ 105.4
c.	Punch Cards	95	97.5	+ 2.5
d.	Abstracts	28	10.2	- 17.8
e.	Aperture Cards	23	0	- 23
f.	Microfiche	326	457.7	+ 131.7
g.	Other *(Describe)*	2	881.6	+ 879.6
	TOTAL LINEAR FEET—CARD-SIZE FILES	1,641	2,716.7	+ 1,075.7

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	75,816	72,161	- 3,655
b.	Audio Tapes	14,515	17,039	+ 2,524
c.	Video Tapes	7,435	5,650	- 1,785
d.	Disc Packs	1,652	1,752	+ 100
e.	Word Processing Magnetic Tapes	4,419	4,417	- 2
f.	Word Processing Magnetic Cards	4,124	126	- 3,998
g.	Magnetic Diskettes 5¼"	7,741	11,106	+ 3,365
h.	Magnetic Diskettes 8"	12,266	11,760	- 506
i.	Paper Tapes		145	+ 145
j.	Other *(Describe)*	23,470	23,569	+ 99
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	7,085	7,828	+ 743
b.	Microfilm—35mm Reels	119	115	- 4
c.	Microfilm Cassettes	350	350	0
d.	Movie Film	161	186	+ 25
e.	Other *(Describe)*	1,128	2,247	+ 1,119

Comments:

Signature of Component RMO:

Date:

FORM 9-85 **3581** OBSOLETE PREVIOUS EDITIONS

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DIRECTORIATE DDA

COMPONENT	Case Files	Reference	Odd Size	Other	3x5 cards	5x8 cards	Punch Cards	Abstracts	Aperture	Microfiche	Other
o1DDA	442	37	2	4	11	4					
OC	2067.2	1360	53.2			4.1				7.9	
OL	3349.	1356	542	16	22.5	175.5				90.	
OIT	3399.7	5386.1	178	10	16.8	25.1	42	10		187.3	
OF	2836	830	.3		33	4.5	5.5			57.8	180
OMS	2205	1320	185		130	32	40			32	
OS	22533.6	2124.9	104.1	83.6	214.7	58	4	.2		40.2	2
OTE	2695	8163	205.3		120					28	
OP	5740.4	512	3		174.3	244.2	6			14.5	699.6
	45267.9	21089	1272.9	113.6	722.3	547.4	97.5	10.2	——	457.7	881.6

67,743

2716.7

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DIRECTORIATE DDA

COMPONENT	Comp Tape	Audio Tape	Video Tape	Disc Pack	WP Mag Tapes	WP Mag Cards	Mag. Disk 5-1/4"	Mag Disk 8"	Paper Tapes	Other	Microfilm 16mm	Microfilm 35mm	Microfilm Cassettes	Movie Film	Other
O/DDA			14	3			98	58			41				
OC	25	210	730	203			1501	3012	75		6		350	4	65
OL	440	44	458	140	5		934	1091		40	152	80		122	1256
OIT	71348	70	82	1151			4761	1799	70	23309	2	2			~~[illegible]~~ 46
OF	62		13	13			81	934		3	6074				
OMS		420	780				31	36		45	7			42	
OS	219	4015	417	199	2		1740	1348		172	17			12	880
OTE	46	12280	3050	18	4410	126	1960	3194			119			6	
OP	21		106	25				288			1410	33			
	72161	17039	5650	1752	4417	126	11106	11760	145	23569	7828	115	350	186	2247

147725

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIT
~~OIS~~/IRMD

FROM: *(Directorate and Office)*
O/DDA/RMO

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	380	422	22
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	10	37	27
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	5	2	3
d.	Other *(Describe)* Supplemental Dist., Medals	10	4	6
	TOTAL LINEAR FEET OF OFFICE FILES	405	465	60
II.	CARD-SIZE FILES:			
a.	3x5 Cards	5.0	11	6
b.	5x8 Cards	0.5	4	3.5
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other *(Describe)*			
	TOTAL LINEAR FEET—CARD-SIZE FILES	5.5	15	3.11

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes			
b.	Audio Tapes	9	0	9
c.	Video Tapes		14	14
d.	Disc Packs		3	3
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"		98	98
h.	Magnetic Diskettes 8"		58	58
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	41	41	0
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other *(Describe)* Slides	2	0	2

Comments:

See attached note

STAT

Date:
13 January 1988

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13 January 1988

MEMORANDUM FOR: DDA/IRO

FROM: ODDA/IMO

SUBJECT: ODDA ANNUAL RECORDS REPORT 1987

Mark,

1. One reason for the substantial increase in the ODDA's records holdings was due to Protocol's replacing four two drawer safes with four five drawer safes. This change was necessary because of the large increase in cases submitted for awards in 1987.

2. There was also an increase in the Registry's holdings, (+20 feet). We are currently holding several feet of material for ODDA staffs which can be destroyed or retired.

3. The Registry recently inherited the responsibility of Wang administration. A large percentage of the magnetic diskettes listed as part of our holdings are Wang system software and not Agency records. Agency records account for approximately 20 percent of the total magnetic diskett holdings.

STAT

Attachment

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIT
~~OIS~~/IRMD

FROM: *(Directorate and Office)*
DDA/OC

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	2194.9	2067.2	-127.7
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1432.3	1360	- 72.3
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	65.8	53.2	- 12.6
d.	Other *(Describe)*	5.0	0	- 5
	TOTAL LINEAR FEET OF OFFICE FILES	3698.0	3480.4	-217.6
II.	CARD-SIZE FILES:			
a.	3x5 Cards			
b.	5x8 Cards	7.9	4.1	- 3.8
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	8.6	7.9	- .7
g.	Other *(Describe)*			
	TOTAL LINEAR FEET—CARD-SIZE FILES	16.5	12	-4.5

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	275	25	- 250
b.	Audio Tapes	151	210	+ 59
c.	Video Tapes	642	730	+ 88
d.	Disc Packs	161	203	+ 42
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards	20	0	- 20
g.	Magnetic Diskettes 5¼"	884	1501	+617
h.	Magnetic Diskettes 8"	1457	3012	+1555
i.	Paper Tapes		75	75
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	7	6	- 1
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes	350	350	
d.	Movie Film		4	+4
e.	Other *(Describe)* Carousels of Slides (35mm)	62	65	+3

Comments:

STAT Signature

Date: 14 April 1988

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OIT
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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIT
[redacted]/IRMD

FROM: *(Directorate and Office)*
DDA/OL

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	2870	3349	479
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1206	1356	150
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	357	542	185
d.	Other *(Describe)*	10	16	6
TOTAL LINEAR FEET OF OFFICE FILES		4443	5263	820
II.	CARD-SIZE FILES:			
a.	3x5 Cards	137	22.5	-114.5
b.	5x8 Cards	234	175.5	-58.5
c.	Punch Cards			
d.	Abstracts	2	0	-2
e.	Aperture Cards	4	0	-4
f.	Microfiche	20.5	90	69.5
g.	Other *(Describe)*			
TOTAL LINEAR FEET—CARD-SIZE FILES		397.5	242.5	-155

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	421	440	19
b.	Audio Tapes	40	44	4
c.	Video Tapes	444	458	14
d.	Disc Packs	135	140	5
e.	Word Processing Magnetic Tapes	9	5	-4
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	285	934	649
h.	Magnetic Diskettes 8"	1258	1091	-167
i.	Paper Tapes			
j.	Other *(Describe)* (Audio Record Collection)	30	40	10
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	57	152	95
b.	Microfilm—35mm Reels	104	80	-24
c.	Microfilm Cassettes			
d.	Movie Film	100	122	22
e.	Other *(Describe)* (35mm SLIDE FILM)	1028	1256	228

Comments:

STAT Signature of Component RMO: [redacted]

Date: 6 JANUARY 1988

FORM 9-85 3581 OBSOLETE PREVIOUS EDITIONS

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIS/IRMD

FROM: (Directorate and Office) DA/OIT

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	3325.9	3399.7	+73.8
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	5356.3	5386.1	+29.8
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	193	178	-15
d.	Other *(Describe)*	15.9	10	-5.9
	TOTAL LINEAR FEET OF OFFICE FILES	8891.1	8973.8	82.7
II.	CARD-SIZE FILES:			
a.	3x5 Cards	17.5	16.8	-.7
b.	5x8 Cards	26	25.1	.9
c.	Punch Cards	49	42	-7
d.	Abstracts	28.5	10	-18.5
e.	Aperture Cards			-2.3
f.	Microfiche	189.6	187.3	
g.	Other *(Describe)*			
	TOTAL LINEAR FEET—CARD-SIZE FILES	310.6	281.2	29.4

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	74086	71348	-2738
b.	Audio Tapes	208	70	-138
c.	Video Tapes	267	82	-185
d.	Disc Packs	1180	1151	-29
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	2514	4761	+2247
h.	Magnetic Diskettes 8"	1461	1799	+338
i.	Paper Tapes		70	+70
j.	Other *(Describe)* Tape Cassettes	23309	23309	0
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	2	2	0
b.	Microfilm—35mm Reels	2	2	0
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other *(Describe)*	46	46	0

Comments: Footage for previous years include OIT and OIS. This also includes offices that are no longer under OIT. Because of reorganization certain records show up as decrease.

Signature of Component RMO:	Date:

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIT
~~OIS~~/IRMD

FROM: *(Directorate and Office)*
DDA/OF

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	2745	2836	+91
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	532	830.9	+298.9
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	21	.3	-20.7
d.	Other *(Describe)*			
	TOTAL LINEAR FEET OF OFFICE FILES	3298	3667.2	+369.2
II.	CARD-SIZE FILES:			
a.	3x5 Cards	219	33	-186
b.	5x8 Cards		4.5	+ 4.5
c.	Punch Cards		5.5	+ 5.5
d.	Abstracts		0	
e.	Aperture Cards		0	
f.	Microfiche	28	57.8	+ 29.8
g.	Other *(Describe)* (T&A Cards-162ft. - 8½x11" Cards-18ft) =		180	+180
	TOTAL LINEAR FEET—CARD-SIZE FILES	247	280.8	+ 33.8

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes		62	+62
b.	Audio Tapes			
c.	Video Tapes	15	13	- 2
d.	Disc Packs		13	+13
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	145	81	-64
h.	Magnetic Diskettes 8"	119	934	+815
i.	Paper Tapes			
j.	Other *(Describe)* (Magnetic Diskettes 3½")		3	+ 3
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	5586	6074	+ 488
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other *(Describe)*			

Comments:

STAT

Date: 1/15/88

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIT
~~OIS~~/IRMD

FROM: *(Directorate and Office)*
DDA/OMS

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	2291	2205	-86
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1258	1320	+62
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	182	185	± 3
d.	Other *(Describe)*		3710	-21
	TOTAL LINEAR FEET OF OFFICE FILES	3731		
II.	CARD-SIZE FILES:			
a.	3x5 Cards	128	130	+ 2
b.	5x8 Cards	43	32	-11
c.	Punch Cards	40	40	
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	32	32	
g.	Other *(Describe)*			
	TOTAL LINEAR FEET—CARD-SIZE FILES	201	234	+33

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes			
b.	Audio Tapes	454	420	-34
c.	Video Tapes	722	780	+58
d.	Disc Packs	1		
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	28	31	+ 3
h.	Magnetic Diskettes 8"	39	36	- 3
i.	Paper Tapes			
j.	Other *(Describe)* Computer Disc	40	45	+ 5
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	7	7	7
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film	37	42	+ 5
e.	Other *(Describe)*			

Comments:

Orig. sent to: DA/IRO 1225 Ames 1/5/88 OS

STAT [redacted]

Date: 12/24/87

FORM 9-85 **3581** OBSOLETE PREVIOUS EDITIONS

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIT
~~OIS~~ IRMD

FROM: *(Directorate and Office)*
DDA/OS

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	18260	22533.6	+4273.6
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1754	2124.9	+ 370.9
c.	Odd-Size Material: Maps, Charts, Photographs, Etc. computer listings	195	104.1	- 90.9
d.	Other *(Describe)* drawings clock sedds	90	83.6	- 6.4
	TOTAL LINEAR FEET OF OFFICE FILES	20299	24846.2	+4547.2
II.	CARD-SIZE FILES:			
a.	3x5 Cards	125.2	214.7	+ 89.5
b.	5x8 Cards	57	58	+ 1
c.	Punch Cards	6	4	- 2
d.	Abstracts		.2	+ .2
e.	Aperture Cards	5		- 5
f.	Microfiche	28	40.2	+ 12.2
g.	Other *(Describe)*	2	2	0
	TOTAL LINEAR FEET—CARD-SIZE FILES	223.2	319.1	+ 95.9

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	922	219	- 703
b.	Audio Tapes	1413	4014.9	+2601.9
c.	Video Tapes	2338	417.3	-1920.7
d.	Disc Packs	162	199	+ 37
e.	Word Processing Magnetic Tapes		2	+ 2
f.	Word Processing Magnetic Cards	504		- 504
g.	Magnetic Diskettes 5¼"	2785	1739.5	-1045.5
h.	Magnetic Diskettes 8"	4596	1348.1	-3247.9
i.	Paper Tapes			
j.	Other *(Describe)* Cartridges, Micro & Laser Disks	91	172	+ 81
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	172	17	- 155
b.	Microfilm—35mm Reels	15		- 15
c.	Microfilm Cassettes			
d.	Movie Film	15	11.5	- 3.5
e.	Other *(Describe)* Viewgraphs, Slides	24.5	880	+ 855.5

Comments:

This is the completed & revised Office of Security's 1987 Records Holdings.

STAT Sig[redacted]

Date: 2 March 1988

FOR 9-85 [illegible] EDITIONS

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIT
~~OIS~~/IRMD

FROM: *(Directorate and Office)*
DDA/OTE

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	2855.2	2695.0	- 160.2
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	7193.0	8163.0	+ 970.0
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	306.2	205.3	- 100.9
d.	Other *(Describe)*			
TOTAL LINEAR FEET OF OFFICE FILES		10354.4	11063.3	+ 708.9
II.	CARD-SIZE FILES:			
a.	3x5 Cards	124.7	120.0	- 4.7
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	33	28	- 5.0
g.	Other *(Describe)*			
TOTAL LINEAR FEET—CARD-SIZE FILES		157.7	148.0	- 9.7

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	86	46	- 40
b.	Audio Tapes	12280	12280	-
c.	Video Tapes	2970	3050	+ 80
d.	Disc Packs	14	18	+ 4
e.	Word Processing Magnetic Tapes	4410	4410	-
f.	Word Processing Magnetic Cards	3600	126	- 3474
g.	Magnetic Diskettes 5¼"	1135	1960	+ 825
h.	Magnetic Diskettes 8"	3254	3194	- 60
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	107	119	+ 12
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film	6	6	-
e.	Other *(Describe)*			

Comments:

Signature of Component RMO: STAT

Date: 4/7/88

FORM 9-85 3581

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STAT

Following figures provided by OP/IMO, Explaining Increase in OP's Holdings:

Received From OF/Compensation

Case Files	1,109 FT
Cards:	
T/A	629 FT
3x5	28 FT
4x6	70 FT
Ref.	87 FT.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

REPORT OF OFFICE OF PERSONNEL RECORDS HOLDINGS, 1987/1988

STAT

FROM:

OP/RMO

EXTENSION | **NO.**

DATE

13 June 1988

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1 Chief, Information Management Division	16 Jun 88			
2.				
3 Chief, Appraisal and Disposition Branch		14 June		
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 1-79 **610** USE PREVIOUS EDITIONS

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13 June 1988

MEMORANDUM FOR: Chief, Appraisal and Disposition Branch

THROUGH: Chief, Information Management Division

FROM: OP Records Management Officer

SUBJECT: Report of Office of Personnel Records Holdings

1. I apologize for the late submission of OP's report. However, the discovery of major errors and omissions required that I spend a great deal of time and personal attention to produce an accurate report.

2. Stemming from efforts to re-emphasize the importance of records retirement and "clean-ups", recent personal visits to OP elements and calculations indicated that previously submitted records holdings reports were highly inaccurate. Many of OP's major collections had not been measured properly and other types of holdings had been underreported or simply not included. Also, the transfer of responsibility for the Agency's payroll function to OP increased OP's holdings considerably.

3. As OP is aggressively working to retire eligible records, I estimate that roughly 700 cubic feet will be deposited to Records Center by September of this year. This effort, combined with automation and decentralization initiatives, combining redundant file systems, and OP's move to the new building, will result in a sizeable reduction in OP records holdings by 1990.

STAT 4. As requested by the A/DA/RMO, the report is being submitted directly to IMD. Please contact me on [redacted] with any questions regarding OP's Report of Records Holdings.

STAT [redacted]

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87/1988

TO: OIT
~~OIS~~/IRMD

FROM: *(Directorate and Office)*
DDA/OP

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	3759	5740.4	+ 1981.4
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	373	512.5	+ 139.5
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	5	3.0	- 2.0
d.	Other *(Describe)*			
	TOTAL LINEAR FEET OF OFFICE FILES	4137	6255.9	+ 2115.9
II.	CARD-SIZE FILES:			
a.	3x5 Cards	5.0	174.3	+169.3
b.	5x8 Cards	69.0	244.2	+175.2
**** c.	Punch Cards		6.0	+ 6.0
d.	Abstracts			
e.	~~Aperture Cards~~ 4 x 6 Cards other		70.0	+ 70.0
f.	Microfiche	6.5	14.5	+ 8.0
g.	Other *(Describe)* T & A CARDS		629.6	+629.6
	TOTAL LINEAR FEET—CARD-SIZE FILES	80.5	1138.6	+1058.1

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	21	21	0
b.	Audio Tapes	30	0	-30
c.	Video Tapes (All formats)	66	106	+40
d.	Disc Packs	25	25	0
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"			
*** h.	Magnetic Diskettes 8"	288	288	
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	1108	~~1410~~	~~+302~~
b.	Microfilm—35mm Reels	0	33	+ 33
c.	Microfilm Cassettes			
d.	Movie Film	3	0	- 3
e.	Other *(Describe)*			

Comments:
*** IIIh: offices have been including software in their counts, needs study.
**** IIc: this figure constantly varies

STAT Signature of Comp

OP/RMO

Date:
13 June 1988

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